



**CITY OF SAN DIEGO
PROMOTIONAL OPPORTUNITY
Open To Current City of San Diego Employees Only
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#N2424 PUBLIC SERVICE WORKER

APPLY: **FIRST DATE:** October 24, 2003

LAST DATE: November 12, 2003

The list established for Public Service Worker may be used to fill current vacancies in all jobs listed below. Note: A brief description of each job is provided on page 2 of this job announcement.

ONLY ONE APPLICATION IS NEEDED TO APPLY FOR ALL JOBS LISTED BELOW. YOU WILL AUTOMATICALLY BE PLACED ON THE ELIGIBLE LISTS FOR ALL JOBS LISTED BELOW, PROVIDED YOU MEET THE MINIMUM REQUIREMENTS.

	<u>JOB TITLE</u>	<u>SALARY/MONTHLY</u>		<u>JOB TITLE</u>	<u>SALARY/MONTHLY</u>
#N2425	Auto Messenger I	\$1911 - \$2296	#N2430	Laborer	\$2127 - \$2532
#N2426	Bindery Worker I	\$1776 - \$2103	#N2431	Meter Reader	\$2138- \$2597
#N2427	Custodian I	\$1753 - \$2091	#N2432	Motive Service Trainee	\$2197- \$2614
#N2428	Grounds Maintenance Worker I	\$2011 - \$2381	#N2433	Stock Clerk	\$2190- \$2644
#N2429	Laboratory Assistant	\$1858 - \$2237			

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Persons may apply only once during this application filing period.

REQUIREMENTS: You must meet the following requirement(s) on the date you apply, unless otherwise indicated.

- 1. AGE:** You must be at least 18 years of age, except for high school graduates (or persons with GED equivalency) who are 17.
- 2. CITIZENSHIP:** You must be a United States citizen or have the legal right to work in the United States.
- 3. LICENSE:** A valid California Class B or Class C Driver's License may be required at time of interview, or at time of hire for some positions.

APPLICATION PROCESS: Submit **ONLY ONE** completed **Data Entry Form** and **Application/Supplement** (including any attachments required) for all positions. **On the Data Entry Form you should record only the exam number #N2424.** You will automatically be placed on **ALL** of the eligible lists for the jobs specified above, provided you meet the minimum requirements. Your Application/Supplement will be made available to the hiring department(s). Submit requested materials **ONLY**.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Application/Supplement**. Only those applicants that meet the requirements specified above will be placed on the eligible lists for **ALL** jobs.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on **one category** eligible lists for each designated job listed above. These lists will be used to fill position vacancies in **all** the jobs listed above during the next **30 days**.

AUTO MESSENGER I

TYPICAL DUTIES: Drive autos, delivery vans, or light trucks; pick up, sort, and deliver bags of library books, U.S. mail and interdepartmental mail; pick up and deliver requisitioned items from local vendors and City storerooms; perform clerical duties such as completing forms and filing; and do related work as assigned. **Auto Messengers may be required to work outside in all weather conditions and spend long periods of time driving, walking, and standing. Positions in the Police Department may be assigned to rotating shifts for which 5 % additional pay may be paid. Note: Some positions may require the ability to lift and carry parcels weighing up to 70 lbs.**

BINDERY WORKER I

TYPICAL DUTIES: Work under immediate supervision and receive training in operating paper collators, cutters, drills, scorers and perforators, stitchers, and other bindery and copying equipment. Other duties include stacking and padding paper; wrapping paper; lifting and moving boxes of paper stock; and keeping simple records. **Some positions may require working overtime for extended periods. Note: Experience operating bindery or copying equipment is desirable.**

CUSTODIAN I

TYPICAL DUTIES: Sweep and scrub floors; wash windows and walls; polish, empty and clean waste containers; vacuum and shampoo carpets; clean restrooms; take care of equipment and materials used on the job; and perform other tasks as assigned. **Some positions may be required to work weekends, evenings and holidays.**

GROUNDS MAINTENANCE WORKER I

TYPICAL DUTIES: Perform physically active and routine grounds maintenance and custodial tasks at recreation facilities, parks and other public facilities. **Note: This position may require the ability to bend and stoop repeatedly, and lift and carry items weighing up to 50 lbs.**

LABORATORY ASSISTANT

TYPICAL DUTIES: Clean laboratory glassware for use in chemical and microbiological analyses; operate dishwashers and autoclaves in washing and sterilization; maintain cleanliness and orderliness of the laboratory; maintain files; and perform other duties as assigned. **Note: Completion of a science laboratory course or experience working in a laboratory is highly desirable.**

LABORER

TYPICAL DUTIES: Perform manual and unskilled construction and maintenance work as members of a crew by performing lifting, loading, moving, digging, and scraping tasks; operating a jackhammer to break pavement for the repair and maintenance of streets and water utilities services; and digging water and sewer pipelines and mains. **Note: Some positions may require the ability to lift and carry items weighing up to 75 lbs.**

For positions in the Water Department:

1. **A California Class B Driver's License is required at the time of interview.**
2. **A Grade D2 Certified Distribution Operator Temporary or Interim Certification issued by the State of California, Department of Health Services is required in order to career advance to the Utility Worker I classification. Laborers who are unable to career advance due to lack of certification may be terminated from employment. A High School Diploma or G.E.D. is required to obtain Distribution Operator Certification.**

METER READER

TYPICAL DUTIES: Take readings on consumer water meters throughout the City to determine usage levels; answer questions regarding meter reading; report inoperative and malfunctioning meters; report damaged meter boxes, lids, areas around boxes and other potential public safety issues; and perform minor maintenance at the meter box. **Note: This position may require the ability to lift or move items weighing up to 75 lbs.**

MOTIVE SERVICE TRAINEE

TYPICAL DUTIES: Assist in performing various servicing duties such as steam cleaning and washing vehicles; inspecting, repairing, and replacing tires and inner tubes; vehicle refueling; and general servicing functions including lubrication, battery servicing, and oil changes. **Note: Some positions may require a California Class B Driver's License with Hazardous Materials and Tank Endorsements within three months of hire. A California Class C Driver's License is required at time of interview.**

STOCK CLERK

TYPICAL DUTIES: Work in a variety of City departments receiving, storing, and issuing supplies, automotive parts, equipment, and tools; maintaining records; and checking and filling requisitions. **Note: Experience receiving, storing and issuing supplies, and using computer terminals to enter and access information is highly desirable.**

TR/October 24, 2003/Public Service Worker (*Recruiting Title for the positions listed above.*)/Class 9992
AM-1236/BWI-1260/CI-1387/GMWI-1467/LA-1578/L-1579/MR-1620/MST-1449/SC-1899

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER